



Title:

HR Request for Time Off

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Absence Information

Employee Name:

Diana Rojo

Supervisor:

Brad Gillette

Type of Absence Requested:

- Personal Time Off
 Bereavement
 Military
 Jury Duty

Date(s) of Absence:

11/17/2014

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From: 7:30am To: 12:00pm (4.5 hours)

Planned days off require at least two (2) weeks notice. Planned days off exceeding one week require four (4) weeks notice.

*PTO cannot be applied to create overtime. PTO can only be applied to hours needed to achieve a full 40 hr. work week.

DRjo

11/11/2014

Employee Signature:

Date:

Supervisor Approval

Approved

Rejected

Comments:

Brad Gillette

11/11/2014

Date

Supervisor Signature